



VALLEYS GYMNASTICS ACADEMY

Member's Handbook

Updated July 2014

Contact Details

The main contact point for the club is:

Unit 3h Croespenmaen Industrial Estate ,Crumlin, NP11 3AG

Telephone :- 01495 248070

Email: vga-gymnastics@hotmail.co.uk

Welfare Office : vga-welfare@hotmail.co.uk

Website: www.valleysgymnasticsacademy.co.uk

Facebook : search Valleys Gymnastics Academy and join the group (updated regularly / daily – more often than the club website)

Twitter – follow us on [vgagymnastics](https://twitter.com/vgagymnastics) for regular updates

About the Club

Valleys GA was formed in 2011 as a result of a merger between Abertillery Gymnastics Club and the Ebbw Vale based Valleys Gymnastics Academy. Valleys GA is affiliated to British Gymnastics and Welsh Gymnastics and is a Gym Mark Accredited club.

We specialise in Artistic and General Gymnastics (for both boys and girls) ,Freestyle Gymnastics (freerunning), Rhythmic gymnastics, Preschool Gymnastics and Disability Gymnastics . Please check our website on a regular basis for up-to-date details of the classes we offer as we are continually developing to add something new and exciting!

The club is a Limited Company, (limited by guarantee) and will be registered as a Community Amateur Sports Club with the Inland Revenue. All profits are reinvested into the club.

The club has adopted British Gymnastics Policies relating to Ethics and Welfare, Child Protection and Equality. The club, and all gymnasts, coaches, judges and helpers are registered and insured with British Gymnastics and Welsh Gymnastics. Most of the coaches, judges and helpers work for the club on a voluntary basis.

Aims and Objectives

We provide recreational and competitive level gymnastics and other physical activity opportunities for all age groups and our aims are set out below:

- To provide facilities for and encourage participation in gymnastics and other physical activities
- To educate members and their families about the importance of physical activity, health and healthy eating
- To help children and young people develop the physical literacy, confidence, self discipline and social skills that can be transferred into everyday life.
- To introduce children and young people to gymnastics as an enjoyable physical activity
- To offer young people and adults the opportunity to engage in physical activity
- To provide volunteering opportunities for those with an interest in physical activity

Through our gymnastics classes we aim to develop balance, co-ordination, strength and flexibility which will benefit children and young people whether they continue in the sport of gymnastics or wish to take up an alternative sport.

Management of VGA

We have a board of 7 directors who manage the club along with a Managing Director, a Head Coach and a Business Manager. Most of these are voluntary positions.

We are always on the look-out for new volunteers! If you feel that you can help in any way please have a chat with one of our admin volunteers at reception.

We also have a Members Committee in place. Notices of meetings are posted in reception. If you would like to sit on the committee on a regular basis or just go along to more than one meeting you are more than welcome. If you would like more information please see one of our admin volunteers

Fundraising Committee

We do have a fundraising committee in place and are always open to new suggestions to help raise funds for the club. If you would like to help with this committee, please see one of our admin volunteers.

Membership

There are two levels of membership.

Child Member :- Those members under the age of 16 do not need to become involved in the running of the club. They are free to enjoy the benefits of what is offered at Valleys GA without having to attend meetings etc. However, children and young people are more than welcome to join the Parent and Gymnast Committee and therefore get involved in decision making. If your child would like to join please see someone on reception.

Full Adult Members :- Full adult members are entitled to have a say on how the club is run. They may do so in one of two ways. Parents may join the Parents and Gymnast Committee (see someone in reception). You do not need to be a Full member to be part of the committee; you just need to be a parent of a member. Alternatively, if you have registered as a Full Adult Member at reception you are welcome to attend management meetings. These are held 2-3 times each year. At these meetings decisions are made which affect the running of the club. If you choose to become a Full Adult member you will share liability. This liability is limited to £5.

The Directors are responsible for the management of Valleys Gymnastics Academy's business.

Welfare and Safety

We strive to offer high quality, enjoyable and safe activities for everyone! Therefore, all of our sessions are led by fully qualified staff. All of our gymnastics coaches are qualified through British Gymnastics, at least to the level they coach. Our fitness class leaders are all appropriately qualified and insured for the classes they teach.

The club has 2 nominated Welfare Officers who have received comprehensive training from British Gymnastics and has provided a clear CRB Disclosure (enhanced).

At the present time the Welfare Officers are: Kath Oliver and Dawn Jarman

At least one Welfare Officer will be present at the beginning and end of each training session. All issues raised with the Officers will be dealt with in the appropriate manner - as laid out in the club's Complaint and Grievance Procedure Policy. All accidents or incidents will be recorded by the club.

Regular Health and Safety checks are carried out by the responsible Director and recorded accordingly. If you have any queries or complaints relating to Welfare please refer them to vga-welfare@hotmail.co.uk

Boutique-

Valleys Gymnastics Academy has an onsite shop that sells leotards, t-shirts, hoodies, bags, gifts, gift vouchers, open every day, we take all methods of payment

Volunteering Opportunities

Valleys Gymnastics Academy is run by a team of volunteers. We always welcome any new volunteers aged 14 and upwards. If you have admin / business skills or coaching skills and think that you could make a valuable contribution to the club please just ask at reception and see how you could get involved. However, we also welcome individuals who feel that they would like to develop new skills or update old ones – everyone is welcome! We offer the following volunteering roles and will provide any relevant training for committed individuals:

- Volunteer gymnastics helper
- Volunteer gymnastics coach (need a level 0 or level 1 qualification – offered and funded by the club)
- Volunteer freerunning helper
- Volunteer freerunning coach (needs a level 0 or level 1 qualification – offered and funded by the club)
- Volunteer office assistant
- Fitness instructors (relevant qualifications required)

We are linked to Millennium Volunteering and offer MV50 Sport, MV 100 and MV 200 – which are nationally recognized certificates and can be displayed on job applications or CVs to show potential employers the contribution that you make. This scheme is open to individuals aged 16-25. Please see a member of staff if you are interested in signing up.

Several of our volunteers have gone on to gain paid employment after gaining experience at Valleys GA

Please note that all volunteers will be subject to an Enhanced Criminal Records Bureau check.

WHY VOLUNTEER?

Whilst you'll want to make a real difference when you **volunteer**, it's not just about what you can do for others. Volunteers get a lot out of the experience too. At Valleys Gymnastics Academy we believe that good volunteering is rewarding for everyone involved.

Here are some of the things that volunteering can do for you:

Give your CV a boost – In a recent survey of some of the UK's leading businesses, 73%* said they'd employ someone who's volunteered over someone who hasn't

Get back into work - It's a great way to get a reference and fill gaps in your work experience. You can also try out different types of work to get a taster - which can really help you if you're looking for a job or want to change direction.

Feel Good- Volunteering does wonders for your mind, body and spirit. Especially if you're feeling isolated or out on a limb after a big change, like a redundancy, say, or change of relationship. It's a way to plug yourself in again and get charged up.

Improve your confidence – You'll learn and do things that you might not normally get the chance to - this can be a real confidence boost.

Improve your health- While you're busy giving back to your community you could also be getting healthier! [Research](#) has found that volunteering can do everything from helping you to sleep better to boosting your immune system.

Meet new people– you'll probably meet people from different cultures and backgrounds that you might not normally. Volunteering with people who are as passionate about a cause as you are, is a great way to meet like-minded people.

Recreational Gymnastics

Our independent recreational gymnastics classes are designed for children aged 4 and upwards and provide a safe and fun introduction to gymnastics. We follow the Welsh Gymnastics A-Z Awards which give the children the opportunity to work towards certificates.

Within the classes children are grouped according to age and experience. There are several levels of recreational classes.

Recreational Level 1 - An Introduction to gymnastics in a fun and friendly way.

Aim:- To develop the Childs' physical literacy skills through gymnastics. Development of strength, flexibility, co-ordination and fitness, basic skills:-eg, using the springboard, rolling, balance beam and rebound.

Recreational Level 2 – Progression classes for gymnasts who have achieved the skills, strength, flexibility etc as mentioned at Level 1 and demonstrated that they are ready to learn more.

Competitive Recreational – For Gymnasts aged 7+ who have achieved the skills at Level 1 and Level 2 and whom will compete in small competitions training a minimum of 3 and a maximum of 4 sessions per week. This group is by invitation only as a higher level of commitment and effort will be required compared with level 2.

Costs

1 hour per week - £18 per month / 2 hours per week - £36 per month

Membership Fees

Every recreational member pays an annual membership fee £10.00

Competitive recreational members annual membership fee £15.00

Insurance

Insurance is required each year for all members that participate in gymnastics. The insurance is purchased through the club and is payable on the members third session.

Without Insurance, a member will be refused to participate. (Variable depending on level)

Competitions

Recreational gymnasts may be invited to enter competitions. This should be regarded as a privilege. If they have been entered then children need to attend training and should attend the competition unless they are ill or on holiday. If your child does not want to enter the competition that is no problem but please let us know as soon as possible.

Although it is not compulsory to enter the club competition, we feel that competition is 'healthy' and we would encourage all members to take part in club events.

The club competition is designed to be a fun and friendly event for all who take part.

Clothing / attire

All recreational gymnasts must have a leotard after four weeks for health and safety reasons – this applies to boys and girls! Leotards must be tight and well fitting. If children choose to wear leggings or shorts in addition these should be worn over the top.

Hair must be tied back securely .No jewelry.

Freerunning / Freestyle Gymnastics

Our freestyle / freerunning sessions provide participants with the opportunity to come along and practice skills, with the emphasis on floor, vault and trampette work. The sessions have a relaxed and friendly atmosphere, with coaches on hand to offer advice and support. We advise that you pre book from 4pm on the day of the session at reception, as there is high demand for these sessions.

Wednesday 8.00-9.00 – ages 7 +

Friday 8.00-9.00 – Ages 7+

Cost: £4.00 per session (includes club insurance)

Pre-school Classes

We offer a complete programme of pre-school activities during the week. We currently offer:

- Mini-Beats music and movement for pre-schoolers aged 0-4
- Pre-school play gymnastics for Walking age -4 yrs
- Children must be supervised by their parents at all times during this session
- Structured pre school classes – aged 2-4

Music and Movement Class

For preschoolers Wednesdays 1.30 - 3.00 pm £4.00 – Just turn up – no need to book

Teeny Tots Play Group

We have a playgroup that runs Mondays and Thursdays 10.30am to 12.00pm

Are you a parent or Carer?

Looking for something to entertain your baby or toddler?

Why not pop along to our play group, For children age 0-4

Indoor Play Room, Tea & Coffee, Juice & Biscuits

Come and join the fun !

Fun Sessions / Holiday Activities

The social aspects of membership are important! We run a range of fun sessions on weekends and during school holidays, e.g. craft sessions, fun gymnastics sessions, hula hooping and sleepovers! In addition, during ALL SCHOOL HOLIDAYS we run fun sessions on Wednesday afternoons. Please check our website or Facebook page for other activities.

Competitive Squad Gymnastics

If a child in a beginner's class demonstrates the required characteristics they will be invited to either join our recreational programme or competitive squad (depending on age).

This selection will usually take place at the age of 5 or 6 – although in some cases children may be older. This selection may be through regular coach observation or a trial. Only a small proportion of recreational gymnasts will demonstrate the necessary physical and mental attributes to be a competitive gymnast.

Recreational Assessment Programme

The aim of the programme is to give recreational gymnasts the opportunity to gain experience from working alongside our Squad Gymnasts and Coaches. It will also give a Coach time to assess how a child copes with increased hours and the intense training sessions. This group is by invitation only as a higher level of commitment and effort will be required.

Competitive Womens' and Mens' Artistic Gymnastics

Our competitive gymnastics sessions are by invitation only. We regularly monitor the gymnasts in our recreational classes and will approach the parents of children who we feel have the physical and psychological attributes necessary to take part in competitive gymnastics and invite the children for a trial.

We offer competitive opportunities for both boys and girls and currently have 6 gymnastics in Welsh squads.

Cost: £20 - £70 per month depending upon hours.

Insurance: Gymnasts are required to pay a British Gymnastics insurance fee.

This is required for all competing gymnasts. (Variable depending of Level)

Membership Fees

Every squad member pays an annual membership fee £25.00

All squad gymnasts are expected to maintain a skill and conditioning level which is appropriate to their level. In addition, regular attendance is essential. Both parents and gymnasts should be aware that if attendance is poor or attitude to training is poor then it may affect the competitions in which they will be entered.

6/7 Squad and Competitive Squad gymnasts will be eligible to be selected for county, regional and national competitions and regional / national squad trials which are *appropriate to their level*.

Gymnasts are regularly tested by competitions and grading events. If gymnasts are not able to perform the required skills then they will not be entered for competition. We believe that the happiness and welfare of children is paramount and we will not push gymnasts to a level which is perceived to be beyond their reach or something that the children do not want. We will also not enter children for a competition or grading if we believe they will fail – we feel that this is not fair to gymnasts.

If you wish to discuss the progress of your child please make an appointment to speak to your child's personal coach.

Birthday Parties!

Let our qualified gymnastics / street cheer coaches entertain your children with gymnastics or street cheer and games in the gym for 6- minutes for a fun-filled birthday party with a difference! Parties include 60 minutes in the gym followed by 45 minutes for food and drink and party games (which parents must provide) in our separate party room. An additional 15 minutes is allowed for cleaning up / dispersal of the children etc.

Our parties are for a maximum of 20 children (suitable for ages 5 and upwards) and can be booked on most Saturday afternoons. Parties cost £90 and a £45 non refundable deposit is required at the time of booking. Price include invitations. Please contact the gym to check availability and book your child's party today!

General Information

Parents have several opportunities per year to watch the children.

Please do not bring siblings under 7 years old, Coaches reserve the right to ask any parents of children who are felt to be a distraction to the class, to leave.

Details of class dates will be put on the notice board in reception

Fees

Fees are due monthly in advance, every 1st of the month, preferred method is standing order
If the fees have not been paid, we have the right to refuse any member to train at the academy
Late fees will incur a £5.00 administration charge. Non Attendance Sessions are still payable.
The fees are worked out over a 12 month period and, any annual closures have already been taken into account when the fees are set for the year. Also, fees at VGA are low compared with other clubs.

Non Attendance for one month

If your child does not attend any sessions during a one month period and has not paid for that month, the membership will be cancelled

Absences

If you know your child will not be attending during a month for any reason, you must ensure that the fees have been paid for that month to secure the place

Membership Cancellation

If your child no longer requires their place at the academy, you must notify us before the 1st of the month otherwise you will be charged for the month

Cancellation of classes

There will be times that we will have to cancel a class, we will try and give you as much notice as possible. If a class is cancelled we will try and accommodate an alternative day

Severe Weather Procedures

Classes will be cancelled in severe weather conditions and there will be no replacement classes offered

First aid

The club is not allowed to provide plasters or medicine / tablets for children. Please can you ensure that children have a plaster covering any cuts before they come to gym.

Personal details

If a child's address / contact details change please inform reception asap

Booking In at every session

All members must book in at reception with their parent /guardian at the beginning of each class. Members should arrive 10 minutes prior to the class starting.

Keeping up-to-date with what's going on

We have several methods of communicating with members.

Email = We operate an email service to all members to inform them of current events and important information, it is very important that you provide the club with an email address and notify reception of any changes to your contact details.

Letters – these will be handed out for most major events so please check with your child in case they have left letters in the changing rooms. Extra copies of letters are usually left on the reception counter ledge for you to pick up. Similarly, leaflets advertising new classes / holiday activities are placed on the reception counter ledge for you to have a look at.

Notice board / reception – all important information will be detailed on a poster in the reception area so please make sure you come into the gym when you pick up and drop off your child.

Facebook – the FB page is updated daily so we ask that all of our members join the Valleys Gymnastics Academy group.

Twitter – follow VGAgymnastics for daily updates and information.

Club website – the club website is usually updated on a monthly basis so is not the best place to access day to day information for members! We advise that you use the FB page instead.

Parents –

Please can we ask the following:

- Please do not pass the hallway and go through to the changing rooms – this is for child protection reasons
- Please do not block the stairway to the upstairs area
- Please come into the reception area – please do not just drop your child in the car park
- Please read or take a photo of our notice boards for any important information.